

# **Program Handbook**

**Indiana State Department of Health**

**2006 – 2007  
Academic Year**



**INSight**  
Youth Corps

---

Indiana's Network of Students  
Inspiring Good Health Today

---



## Key Partners

---



### Indiana State Department of Health

The Indiana State Department of Health (ISDH) supports Indiana's economic prosperity and quality of life by promoting, protecting and providing for the health of Hoosiers in their communities. To achieve a healthier Indiana, the ISDH will actively work to: promote integration of public health and health care policy; strengthen partnerships with local health departments, collaborate with hospitals, providers, governmental agencies, businesses, insurance, industry, and other health care entities; and support locally-based responsibility for the health of the community.



INShape Indiana is Governor Mitch Daniels' statewide health initiative, which focuses on three key areas of health promotion: better nutrition, increased physical activity, and stopping smoking. INShape Indiana is about helping Hoosiers to make healthy choices by linking them to valuable resources and offering a fun challenge to improve their health and well-being. This is done with an interactive Web site at [www.INShape.IN.gov](http://www.INShape.IN.gov).



## Key Partners cont'd.

---



### Indiana Department of Education

The Mission of the Indiana State Board of Education is to fulfill its statutory responsibility by establishing policies that promote excellence in learning for all students. The Board shall provide *Leadership, Vision, and Advocacy* to secure optimum educational opportunity and benefit to the citizens of Indiana. The **Coordinated School Health Program (CSHP)** is a partnership between Indiana State Department of Education (IDOE) and ISDH that works to improve children's health and remove barriers to learning. The program focuses on teaching children how to make healthy choices and helping students become healthy adults by coordinating parents, schools, and communities to make schools healthy environments. The **IDOE Learn and Serve America Program** has a mission to support service-learning programs in schools that help students from kindergarten through Grade 12 meet community needs, while improving their academic skills and learning the habits of good citizenship.



### Indiana Area Health Education Centers

A healthy Indiana needs healthy communities. The Indiana Health Education Centers (IN-AHEC) Program's mission is to improve the supply, distribution, generalist-specialist balance, and the quality of healthcare professionals and support personnel through collaborative community and academic partnerships.

# INSight Youth Corps Handbook

## On Your Mark:

- 🎯 Using this Handbook.....1
- 🎯 What is the INSight Youth Corps? .....1
- 🎯 What is the INShape Indiana?.....1
- 🎯 Vision of the INSight Youth Corps.....2
- 🎯 INSight Youth Corps Mission and Values.....2

## Get Set:

- 🎯 Becoming an INSight Youth Corps School.....3
  - 🎯 School Level Requirements.....3
  - 🎯 Student Level Requirements.....4
  - 🎯 Faculty Advisor Requirements.....4
  - 🎯 Community Advisor Requirements.....5
  - 🎯 Indiana State Department of Health Requirements.....6

## Go:

- 🎯 Training.....7
- 🎯 INSight Youth Corps Project Implementation.....8
  - 🎯 Category A-Peer Health Education.....8
  - 🎯 Category B-Creative Health Project.....8
- 🎯 Reporting.....9
- 🎯 INSight Youth Corps Web site.....9
- 🎯 Funding of the INSight Youth Corps.....10
- 🎯 Benefits of Participation in the INSight Youth Corps.....10

## Special Acknowledgement

We wish to acknowledge the students and faculty of Broad Ripple High School in Indianapolis, Indiana. Broad Ripple High School served as the pilot site for the INSight Youth Corps. The students and faculty provided valuable insight and inspiration in the overall development of this program. Without their time, effort, and hard work, this project would not have been possible.



# ***On Your Mark***

---

## **Using this Handbook**

The purpose of this handbook is to establish a framework for the development and maintenance of an INSight Youth Corps in your high school. The handbook details the Indiana State Department of Health's minimum requirements for participation and was developed to help guide the mission of the INSight Youth Corps. Each participating school may exercise flexibility in designing and operating their INSight Youth Corps within the framework set forth in this handbook. The handbook was developed by the ISDH and their academic, government, and community partners and should be used by INSight Youth Corps members, school administrators, faculty advisors, community advisors, and key partners.

## **What is the INSight Youth Corps?**

The INSight Youth Corps is a student-led initiative that was developed out of INShape Indiana. The INSight Youth Corps prepares and empowers high school students to provide health education within their school system, as well as design and carry out various creative health-related individual and community-based projects. The INSight Youth Corps is designed to provide experience-based learning, enhance personal and academic achievement, and build leadership skills among its members, preparing them for future success and commitment to lifelong healthy lifestyles and health advocacy.

## **What is INShape Indiana?**

INShape Indiana is Governor Mitch Daniels' statewide health initiative. INShape Indiana is about helping Hoosiers to make healthy choices by linking them to valuable resources on nutrition, physical activity, and offering a fun challenge to improve their health and well-being. The purpose of INShape Indiana is to coordinate the many efforts taking place across the state to combat obesity and smoking.



## *On Your Mark cont'd.*

---

### **Vision**

The vision of the INSight Youth Corps is to develop a statewide network of high school students trained as mentors and leaders to promote, model, and teach healthy behaviors in their schools and communities.

### **INSight Youth Corps Mission and Values**

The mission of the INSight Youth Corps is to empower youth to make choices and take action that will positively impact their own health and the health of their peers, families, and communities. The INSight Youth Corps initiative embraces the Department of Education's service learning values which include:

1. Youth/Student Voice
2. Meaningful Service/Civic Engagement
3. Authentic Needs Assessment
4. Academic Connections
5. Collaboration
6. Reflection
7. Evaluation
8. Recognition/Celebration



## Becoming an INSight Youth Corps School

### School Level Requirements

In order for a high school to be acknowledged as an INSight Youth Corps, it must meet the following requirements:

- 🏆 Obtain administrative approval;
- 🏆 Identify or recruit one faculty advisor and one community advisor for your school's INSight Youth Corps. These faculty and community advisors will provide on-going guidance throughout the school year. Once the advisors have been identified, a Letter of Agreement must be completed (see Appendix);
- 🏆 Commit to operating an INSight Youth Corps for one academic year;
- 🏆 Establish a process for deciding how many members will be on the INSight Youth Corps and the process for selecting those members (see Appendix for Application Template). The ISDH recommends that each INSight Youth Corps have enough members to create an effective and diverse group of students and recommends a minimum of at least 10 members unless the school's size and past experience demonstrates that this minimum is not realistic;
- 🏆 Ensure that any additional requirements and guidelines for membership with the school do not conflict with the minimum requirements set forth in this handbook;
- 🏆 Ensure that additional requirements of entities providing funding are being met;
- 🏆 Complete one project in Category A and one project in Category B;
- 🏆 Report activities through the INSight Youth Corps website and participate in all required evaluations of their programs.



## *Get Set cont'd.*

---

### **Student Level Requirements**

Students who want to apply to the INSight Youth Corps must:

- 👤 Be a high school student in grades 9-12;
- 👤 Submit an application for review to their school's youth Corps faculty advisor;
- 👤 Obtain at least one faculty recommendation;
- 👤 Obtain at least one student recommendation;
- 👤 Meet any additional requirements established by their school.

Upon acceptance, students will be expected to:

- 👤 Obtain parental permission;
- 👤 Commit to one academic year of INSight Youth Corps participation;
- 👤 Complete an INSight Youth Corps Pledge form;
- 👤 Participate in a minimum of three hours of INSight Youth Corps training;
- 👤 Attend INSight Youth Corps meetings as scheduled at their school;
- 👤 Share INSight Youth Corps concerns with Faculty Advisor.

### **Faculty Advisor Requirements**

INSight Youth Corps Faculty Advisors must:

- 👤 Commit to advise the INSight Youth Corps for one academic year;
- 👤 Supervise students during all INSight Youth Corps activities and meetings;
- 👤 Ensure that all INSight Youth Corps requirements are met;
- 👤 Ensure that the INSight Youth Corps meet all school policies and requirements;
- 👤 Ensure that the INSight Youth Corps are youth led;
- 👤 Provide a safe meeting place for the INSight Youth Corps;
- 👤 Assist students in obtaining approval before implementing INSight Youth Corps activities. Educational materials and suggested projects on the INSight website can be considered pre-approved;
- 👤 Facilitate the scheduling of INSight Youth Corps training and activities;
- 👤 Facilitate transportation for any INSight Youth Corps training and activities;
- 👤 Ensure project reporting is completed by students;
- 👤 Share student's concerns and questions with community advisor;





*Get Set cont'd.*

---

## **Community Advisor Requirements**

INSight Community Advisors must:

- 🦋 Assist with recruiting participating schools;
- 🦋 Present INSight Youth Corps information to school staff, if requested;
- 🦋 Obtain Letter of Agreement for INSight Youth Corps from school administration;
- 🦋 Meet with faculty advisor as needed to review the INSight Youth Corps program, preferably two times per semester;
- 🦋 Provide faculty advisor with initial orientation toolkit;
- 🦋 Assist with the delivery of the orientation/training for INSight Youth Corps members;
- 🦋 Provide ongoing technical assistance and resource development support to INSight Youth Corps faculty advisor and students;
- 🦋 Share faculty advisor concerns with ISDH;
- 🦋 Submit monthly reports to ISDH on overall progress of the community advisor's role and activities in the program throughout the academic year;
- 🦋 Attend INSight Youth Corps meetings when possible, at least one meeting per semester.



*Get Set cont'd.*

---

## Indiana State Department of Health Requirements

The Indiana State Department of Health must:

- 🦋 Oversee the overall design and implementation of the INSight Youth Corps;
- 🦋 Ensure the original mission and vision of the INSight Youth Corps is maintained;
- 🦋 Assist in identifying potential INSight Youth Corps Schools;
- 🦋 Provide training to community advisors as needed;
- 🦋 Create and update the INSight Youth Corps handbook and distribute orientation toolkits;
- 🦋 Provide additional guidance and access to resources for participating schools, students, faculty, and community advisors as needed;
- 🦋 Assist in identifying potential funding sources;
- 🦋 Maintain the INSight Youth Corps Web site;
- 🦋 Collect and analyze reports from schools, faculty, and/or community advisors;
- 🦋 Address concerns and questions from community advisors;
- 🦋 Provide recognition of INSight Youth Corps Schools and members on an annual basis;
- 🦋 Generate and distribute a year-end report of INSight Youth Corps activities.



---

## Training

All INSight Youth Corps members must participate in a minimum of three hours of training. It is important that all INSight Youth Corps members receive basic training and skill building so they are equipped to deliver effective and accurate health messages to their peers. The INSight Youth Corps training will include the following components:

- 🎯 Review of handbook and project requirements
- 🎯 Introduction to INShape Indiana
- 🎯 Review of the INSight Youth Corps Web site
- 🎯 Basic health information on nutrition, physical activity, and tobacco cessation
- 🎯 Leadership
- 🎯 Teamwork
- 🎯 Public speaking
- 🎯 Identifying strengths and weaknesses
- 🎯 Health professionals and careers
- 🎯 Assessment
- 🎯 Evaluation and reporting requirements

Additional training may be made available throughout the duration of the program as needed. If an INSight Youth Corps would like additional training, please discuss this with your faculty advisor and community advisor.



## **INSight Youth Corps Project Implementation**

Each INSight Youth Corps must implement at least one project from each of the following two categories during the academic year:

### **Category A - Peer Health Education**

Each INSight Youth Corps must offer peer health education in the classroom for students who are younger or the same age. Peer health education must address at least one of the INShape Indiana health messages; nutrition, physical activity, or avoiding tobacco use. INSight Youth Corps members should be actively involved in choosing curriculum and identifying the targeted peer group. A list of recommended health curriculums, teaching tools, and resources can be found on the INSight Youth Corps Web site. Peer health education projects that use curricula or resources from other sources should be reviewed by faculty advisors and community advisors to ensure that appropriate, accurate, high-quality messages are being promoted and that Indiana Academic Standards are identified. Community advisors will also be available to provide all INSight Youth Corps members with project training, guidance and suggestions.

### **Category B - Creative Health Project**

Each INSight Youth Corps must conduct at least one creative health project during the academic year that addresses nutrition, physical activity, and/or tobacco prevention or cessation. INSight Youth Corps are encouraged to spread healthy living messages using their creative talents and interests. A few examples include:

- 🎯 Create a quarterly health newsletter for your school or community;
- 🎯 Propose health related policy changes within your school such as healthier food choices in the school cafeteria and vending machines, incorporating physical activity into the school day for all students and school personnel, or implementing a tobacco free campus policy;
- 🎯 Host a school or community health fair;
- 🎯 Investigate health behaviors within your school, possibly creating a survey asking students and faculty about their current tobacco, nutrition, and/or physical activity habits;
- 🎯 Encourage physical activity within your school. An example may be organizing a school or community walk;



- ④ Disseminate health information. such as distributing health brochures to students, school faculty or community members or publicizing health messages on your school's TV or radio station or during morning announcements;
- ④ Create an artistic health display. Examples might be a poster that depicts the negative effects of tobacco use or a health-related mural.
- ④ Conduct a health essay contest. An example might be to encourage students and staff to write essays on success stories on how they have improved their health habits over the last year;
- ④ Write a grant application.

#### Special Note:

If schools encounter significant barriers in completing a project from one of the categories, this issue should be brought to the attention of the community advisor and exceptions will be made on a case by case basis.

## Reporting

Students will be asked to submit a report within two weeks upon completion of project activities. Project description form can be found on the INSight Youth Corps Web site at [www.INShape.IN.gov](http://www.INShape.IN.gov).

## INSight Youth Corps Web site

The INSight Youth Corps Web site can be found at [www.INShape.IN.gov](http://www.INShape.IN.gov). The site is an invaluable tool for students, faculty advisors, community advisors, and key partners. The Web site contains three main areas:

### 1. Resources

- ④ Ideas on implementing a Youth Corps
- ④ Curriculum options
- ④ Health project examples
- ④ Helpful links to health related websites and information
- ④ Communication



## 2 Communication

- 👤 Share project ideas
- 👤 Share barriers and successes
- 👤 Obtain guidance from leading health experts

## 3 Evaluation

- 👤 Tips on evaluating an INSight Youth Corps program
- 👤 Tips for utilizing pre and post tests
- 👤 Ability to submit required INSight Youth Corps forms and information

## **Funding of the INSight Youth Corps**

The ISDH does not provide funds to high schools for the INSight Youth Corps, however they can provide assistance on finding possible avenues for accessing needed funds. The ISDH can provide examples of potential funding sources to support the INSight Youth Corps operating expenses, but individual schools must apply directly to those sources for funding.

If an INSight Youth Corps receives funding for program activities from external sources, it is the responsibility of each school to ensure they meet all requirements for that funding.

## **Benefits of Participation in the INSight Youth Corps**

### Students

- 👤 Opportunity to develop skills such as teamwork, public speaking, communication, leadership, and collaboration;
- 👤 Ability to highlight membership and participation on college applications and resumes;
- 👤 Opportunity to instill healthy habits in other students and community members;
- 👤 Opportunity to propose and enact healthier policies within your school;
- 👤 Opportunity to socialize and interact with your fellow students and community members;
- 👤 Becoming a role model/mentor to younger students in your community.



*Go cont'd.*

---

### Schools

- 👤 Encourage students and staff members to model healthier behaviors;
- 👤 Show your community that your school is working to promote healthier lifestyles;
- 👤 Provide a productive and creative outlet for your students;
- 👤 Opportunity to encourage healthier behaviors in the younger student population;
- 👤 Opportunity for faculty career development;
- 👤 Overall positive exposure for your school.

### Community Agencies/Key Partners

- 👤 Ability to make a positive contribution to the health and well-being of children in your community and across the state;
- 👤 Further promote your agency's mission, values, and goals;
- 👤 Opportunity to connect with your local schools and community;
- 👤 Ability to prepare students to become productive, healthy citizens;
- 👤 Networking opportunities;
- 👤 Professional development.

### Indiana State Department of Health

- 👤 Use the INSight Youth Corps to further promote the mission, vision, and goals of the ISDH and INShape Indiana;
- 👤 Make a positive contribution to the health and well-being of children throughout Indiana;
- 👤 Development of a statewide network of students working to improve the health of Indiana residents;
- 👤 Use the INSight Youth Corps as a way of sharing important health information throughout the state.

### Recognition

The ISDH is committed to recognizing schools for their participation in the INSight Youth Corps. Each INSight Youth Corps school and individual member will receive a Certificate of Achievement/Completion at the end of the academic year. Additional recognition activities are being developed.